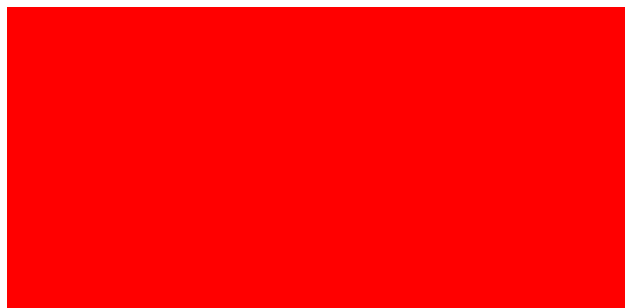




**Members Guide  
To Completing  
Their  
4-H Member  
Record**



# RECORD KEEPING



Record keeping is one of the unique 4-H learning opportunities.

- What is record keeping?
- Why should I do it?
- How will it help me?

Record keeping is a process that can be used throughout life in many ways.

## Value of Record Books

- Place to record goals, work done, and what happened
- Way to keep track of money spent and financial gains or losses
- Keep track of what happened each year
- Source of goals or plans for coming year
- Helpful when applying for 4-H county/state opportunities, awards and scholarships
- Information for employment or college applications
- They are like a scrapbook and help us remember fun memories

Not only is there value in keeping 4-H records, members benefit by learning new things. When 4-H'ers keep records they learn:

- To plan and organize their work
- To evaluate what the 4-H experiences meant to them
- To follow directions and pay attention to details
- Skills that they will continue to use during their lives

Several 4-H projects start with the purchase of supplies, materials, or animals. Use the project specific record pages to record these capital purchases.

## When should I start my 4-H record?

**Don't wait!**

**Don't hesitate!**

**Start now!**



# START BY SETTING YOUR GOALS!

## What are goals?

A goal can be anything that you want to accomplish...something you want to learn, build, make, grow or something you want to achieve in some other way. A goal is something to guide you. Goals help you to plan your time and your activities. Goals help you to see the future.

## What Makes a Smart Goal?

### **S = Specific**

Goals should be to the point, focused and clearly define the what, why and how of your intended plan. *WHAT* are you going to do in the next year? Use action words such as organize, lead, practice, develop, plan, build, etc. *WHY* is the importance of engagement at this time? What do you want to ultimately accomplish? *HOW* are you going to do it?

### **M = Measurable**

Goals should have a specific target to measure so you know exactly when a goal is achieved. For example, a goal to "do better in my math class" is vague and doesn't explain how you'd like to improve. A goal that reads "I would like to attend an extra tutoring session about algebra by January" is a measurable goal that you can check off when you have completed the goal.

### **A = Attainable**

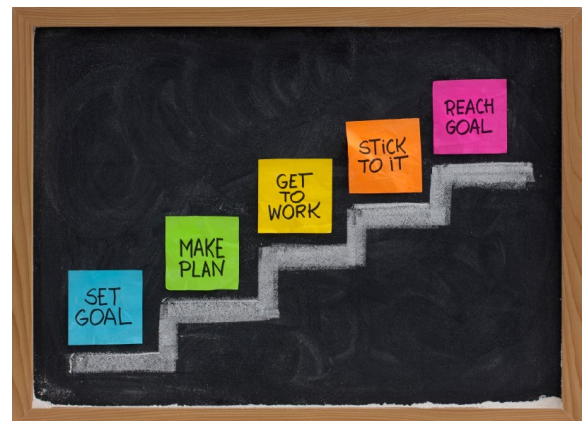
Goals should be ones that you can accomplish. Goals should stretch your thinking, they should not be so far out of reach that you lose commitment quickly.

### **R = Realistic**

Goals should be practical ones you can achieve with some effort! Too difficult and you set the stage for failure, but too low or easy sends the message that you aren't as adept or willing to challenge yourself.


### **T = Timely**


Set a timeframe for the goal: next week or end of the school year. Putting an end point on your goal. This gives you a clear target to work towards. Without a time frame, the goal is placed on a backburner and the commitment to achieving the goal becomes lost.





# When Writing Your Goals:


Answer the following questions for the project you are setting goals for. You may have more than one answer to some questions and no answers to others . . . That's OK!


 Something I would like to SEE \_\_\_\_\_


 Something I would like to DO \_\_\_\_\_


 Something I would like to LEARN \_\_\_\_\_


 Something I would like to EXPERIENCE \_\_\_\_\_


 Something I would like to EXPLORE \_\_\_\_\_

 Something I would like to MAKE \_\_\_\_\_







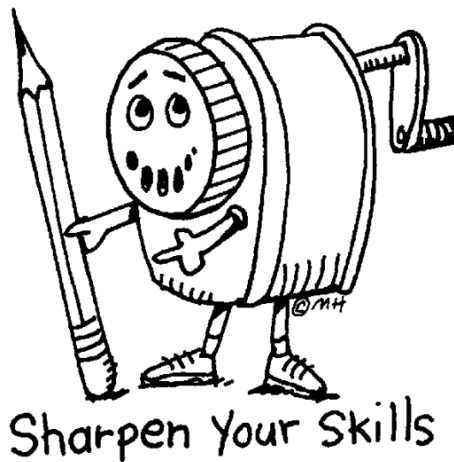


## Why are goals a part of our 4-H project records?

You use the skill of goal setting over and over in life.

- Academic goals (school work, scholarships)
- Personal goals (what direction you take in the future?)
- Employment goals (completing your first resume or job application)

Goal setting should be thought of as a "life skill" - a skill or skills that you will need throughout your whole life to be successful.



# YOUR 4-H RECORD

Each member will receive from their club leader (or the UW-Extension Office) a white 3-ring binder when they join 4-H.

## Cover Page

- This is a green (or white) sheet that will be completed and inserted into the binder on the outside.
- Included with the binder will be a "label" that read "This Record Book Belongs To . . ." - this should be filled in with your name and inserted in the "spine" of the binder.

## Title Page (required for all record books)

- This is basic information about you
- You will need to attach a picture of you

## Permanent Record Form (6 pages)

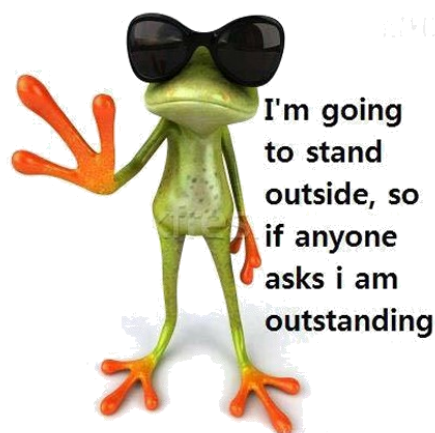
- Each record book should contain a "Permanent" record
- This records all the activities you have participated in (AKA points) and is utilized for end of the year recognition
- These experiences (points) are accumulated throughout your entire 4-H membership

## Project Record Pages

- These pages should reflect the projects you enrolled in
- Use one page per project
- These are removed each year (except for records that follow a specific project animal—i.e. dairy)
- It is the overall book and project page(s) that are assessed by your club leader and county committees for Outstanding Record Book

## Support Materials

- Write a story/poem/song
- Include mementos
- Make an outline
- Use clipart / make comic strips
- Insert newspaper clippings or draw pictures
- Make a collage (not to exceed your book size)
- Pictures of ribbons/trophies
- Pictures with captions
- Ribbons (in moderation)



# 4-H PROJECT AREA FORMS

Can be found at: <https://clark.uwex.edu/record-book-forms/>

## What are the project areas to record under?

Use a project specific form for each project you enrolled in.

- Beef
- Cats
- Child Development
- Citizenship (health, social and political sciences)
- Clothing
- Cloverbuds / Exploring
- Communications
- Cultural Arts (all areas)
- Computer Science
- Dairy
- Dogs
- Electricity
- Foods & Nutrition (Cake Decorating, Candy Making, and Food Preservation)
- Flowers and Houseplants
- Goats
- Health & Citizenship
- Home Environment
- Horses
- Knitting/Crocheting
- Livestock (beef, sheep, swine)
- Mechanical Sciences (includes aerospace, bicycling, robotics, small engines, scale models, tractors)
- Natural Sciences (includes shooting sports, wildlife, recycling)
- Photography
- Plant and Soil Science (includes crops, vegetables, fruit)
- Poultry
- Rabbits
- Self Determined (includes inter-generations/international)
- Sheep
- Small Animals (dogs, cats, pets)
- Swine
- Veterinary Science
- Woodworking
- Youth Leadership



THE POWER OF  
*Writing*

# PUTTING RECORD BOOK TOGETHER

At the beginning of the 4-H year your general leader should give you the record forms that you need as well as your project literature. You can also go on-line and print off your own forms at: <https://clark.uwex.edu/record-book-forms/>

**Keep them safe!!!**

## **Supplies you'll need:**

- Green record book cover (front and back) with metal binder
- Title Page
- 4-H Project Area form(s)
- Pens/pencils (prefer black ink)
- Ruler
- Scissors
- Hole Punch
- Rubber cement/glue (displaying pictures)
- Paper
- Newspaper articles about you and your club
- Pictures from your year in 4-H

## **Additional supplies you may want to use:**

- File folder or pocket folder to keep clippings and other information in
- Index file folders
- Highlighter
- Fair book and Project Guide
- Contact paper
- Recipe card box and index cards
- Monthly calendar

## **You may put these things in your record book to add a personal touch:**

- Pictures that show you at a 4-H event/activity/contest
- Pictures that show project work in various stages & final form
- Certificates, letters, program booklets, score sheets
- Newspaper clippings that indicate a member's involvement in club/county/district/state/national events



## RECORD BOOK CHECK LIST

**Why Do A Record Book?** 4-H Record Books will help you keep track of the achievements and activities that you participate in throughout your 4-H career. The information on the project record sheets may be used to fill out applications for awards, trips, scholarships, and resumes. The information will help you put into writing your accomplishments, recording your growth and development in 4-H.

**The following items may be included in the Record Book. This is the recommended order for easier review:**

- \_\_\_\_\_ 1. **Front Cover:** filled out and up to date (back cover is optional)
- \_\_\_\_\_ 2. **Title Page:** Picture of youth (optional but nice), name, age, club, or whatever the youth wants to include about themselves.
- \_\_\_\_\_ 3. **Clark County 4-H Member Permanent Record Sheets:** Completed each September 16 through September 15 of the current year. Pages 1 through 6 should be included. This is part of the Cloverbud and Explorer record books.
- \_\_\_\_\_ 4. **Table of Contents (optional):** Can be simple with page dividers – page numbers are not needed.
- \_\_\_\_\_ 5. **Project Sheets:** Member should have a project sheet for project area they exhibited in at the fair.
- \_\_\_\_\_ 6. **Project Pictures & Newspaper Clippings:** Pictures paint a story. 3 to 5 pictures showing the progression of skills, tasks, or activities is helpful. By manipulating digital pictures you could get 5 to 7 pictures on one page. The record book should fit into a 1-inch binder.
- \_\_\_\_\_ 7. **Newspaper Clippings:** Newspaper clippings should pertain to the activity.
- \_\_\_\_\_ 8. **Market Animal Sheet:** Please make a copy of your market sale animal summary and place in your record book.
- \_\_\_\_\_ 9. **No loose papers**
- \_\_\_\_\_ 10. **Record Books may be either typed or handwritten** but must be your own work.

\*Certificates, letters, program booklets, score sheets also help to tell your story:

\***Pictures:** Pictures paint a story. 3 to 5 pictures showing the progression of skills, tasks, or activities is helpful. By manipulating digital pictures you could get 5 to 7 pictures easily on one page. Use pictures only about you and your project.

\***Ribbons:** Use ribbons in moderation, particularly if it is in a project you are exceptionally proud (e.g. first time receiving a blue in a tough class). Ribbons should be affixed securely or in page protectors so they you can easily turn pages.

### **What Is NOT Needed In Record Book:**

1. Last year's records are **not needed** and **will not** be considered. Remove them from your Record Book and save them elsewhere (many members opt to file these in a 3 ring binder).
2. Newspaper clippings **not** related to project/activity.
3. Do **not** include any other project books or literature in the Record Book.